

Federation of Beckwithshaw and Kettlesing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School

**Meeting of the Interim Executive Board held on
Monday, 27 February 2023 at 5.00 p.m. – held virtually.**

MINUTES

Present: Robert Ling (RL) – Chair, Helen Smith (HS), Anne Vetch (AV), Darren Dudman (DD)

Apologies: Sarah Bassitt (SB)

In attendance:

Amanda Newbold (AN) – Assistant Director Education and Skills
 Karen Butler (KB) – Senior Education Advisor
 Karen Taylor (KT) – FMS officer
 Victoria Kirkman (VK) – Acting Executive Headteacher
 Rebecca Foy (BF)– Co-Exec HT and SENCO
 Chris Walker – Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.
 Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.
 Ensuring the sound, proper and efficient use of the school’s financial resources.

		Actions
PART ‘A’ - PROCEDURAL		
1	Welcome and Introductions RL welcomed everyone to the meeting.	
2	Apologies Sarah Bassitt had sent her apologies in advance, which were consented to.	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declarations of Interest for any agenda item: No declarations were made.	
5	To approve the minutes and confidential minutes from the meetings on 9 January and 6 February. The minutes were approved by the governors as a true record to be signed by the Chair.	
6	Matters arising None.	

PART 'B' – SCHOOL IMPROVEMENT.

<p>7</p>	<p>Finance KT provided a verbal update on any financial developments since the previous meeting. Key points raised included:</p> <ul style="list-style-type: none">- There was a small variance against forecast at Kettlesing but overall the financial position was generally sound. <p>Governor question Q: Teaching support (£115k) at Kettlesing is much higher than at the other two schools. Could you explain the reason? A: There is a nursery at Kettlesing and there is statutory requirement to provide the correct teacher/pupil ratio.</p> <ul style="list-style-type: none">- The position at Beckwithshaw was close to forecast. KT explained that work was ongoing to explore the high costs for water.- At Ripley, the deficit was currently £3k, an improvement against a forecast of £8.5k. Work was ongoing to resolve the lease position and related insurance costs.- All three schools had received an additional £10k of central funding to spend on energy efficiency related capital projects. Governors agreed that it would be important to identify the best way to spend this funding. <p><u>Start Budgets</u> The process of sorting the start budgets for 2023-24 had started.</p> <p>Capital Spends A list of proposed projects for capital spend was circulated to governors at the meeting. VK agreed to provide the proposals to governors before seeking quotes in the future. Governors agreed to review the proposed spends and send comments to VK as soon as possible after the meeting.</p> <p>Action: All proposals to be tabled at the next IEB meeting, along with 3 quotes, for final approval. (VK)</p> <p><u>Lease Arrangements</u> VK/HS were continuing to work with the LA and Diocese to clarify the lease arrangements. Once clarified the appropriate insurance arrangements could be finalised.</p> <p>Governors thanked KT, who left the meeting at 5.21pm.</p> <p><u>School Meals</u> Governors approved the proposal to increase the price of a school meal to £2.90.</p>	
<p>8</p>	<p>Headteacher's Report Governors had been provided with the Spring 2 dashboard in advance of the meeting. VK highlighted the key points, which included:</p> <ul style="list-style-type: none">- A robust application of staff absence policies had reduced staff absence levels and therefore seen a reduction in supply costs.	

- SIAMS had been identified as a priority and VK was currently working to establish a baseline. The review from the Diocese had been arranged for 28 February 2023.
- A number of pupils had had their poetry published, which had been well received by the pupils and parents. Governors welcomed the impact of this activity.

Governor question

Q: Why was persistent absence higher at Kettlesing?

A: There is something of a culture where a number of parents were taking their children out of school for unauthorised holidays. We are working with the LA to address this issue. We will continue to monitor attendance robustly and apply all appropriate policies and procedures.

- Supporting staff mental health and well-being continued to be a focus. A Staff Survey had been undertaken in January and the responses used to help inform any future plans. VK reported that overall the responses from staff were positive.

Anecdotally, the IEB was aware that whilst staff were generally in a better place, in terms of their mental health and well-being, any further leadership changes would likely have an impact on this. The support from VK and BF had been an important factor.

Governors thanked VK and BF for their support of staff well-being during some challenging times.

Governors were concerned that the schools were receiving more visits and reviews than would normally be the case and the impact that this might have on their well-being. VK explained that staff were aware of the context and every effort was always made to support staff in advance of any visit.

VK/BF explained that they had not completed the staff survey themselves. Governors asked if their own well-being was ok. Both confirmed that it was.

Governor question

Q: Did those staff currently on sickness absence, also complete the staff survey?

A: Yes.

- VK explained that one pupil with an EHCP had left Beckwithshaw but that overall referrals had risen since the start of the year. The pupil had left as a result of a family move.

VK had shared the reception application numbers with governors in advance of the meeting.

Action: VK to liaise with KT to present the financial impact of the possible class structures at Ripley, based on the reception numbers, at the next meeting.

Governor question

Q: Have there been any additional pupils joining in-year at Ripley?

A: We are undertaking tours of the school regularly. I would need to get any confirmations from the admissions officer.

	<p>Governors agreed a decision was required on how many classes would be needed at Ripley from September. This decision would be informed by the class structure proposals from VK supported by the financial impact of the options by KT. It would be helpful to see options based on a 2, 2.5 and 3 class structure. The leadership resource would also need to be factored into the figures.</p> <p>Governor question Q: Could you explain why the Early Years' data was low in reception? A: This is based on the autumn data. We have a data drop on Monday. The updated data will be provided at the next meeting.</p>	
<p>9</p>	<p>Governor DD had undertaken a Collective Worship monitoring visit on 23 January. The report had been shared with governors in advance of the meeting. DD highlighted some of the key points from his report which had included speaking directly to pupils. A lack of progress since 2021 was a key concern raised. DD had raised a number of questions in his report. VK responded to each of the questions raised as follows:</p> <p>Q: What training and support have taken place on collective worship to ensure that all staff are delivering collective worship effectively? A: Collective Worship lead is taking part in courses through the diocese and will filter information to staff.</p> <p>Q: If the vision and values are the key drivers of the wider work of the school, including the curriculum, what efforts have taken place to ensure that children (and adults) have a deep understanding of these? A: Vision and values are emphasised every day to the children. It is within school policies and features as part of every-day conversation for both adults and children.</p> <p>Q: Could widening responsibility for planning worship, including the involvement of local clergy, improve and deepen the content and the spiritual focus of worship? A: Rev Paul is included in parts of the planning of collective worship and children attend communion led by Rev Paul twice a half term as minimum. Spirituality is something that Collective worship lead has recognised as needing improvement and is also booked onto a course for improving this.</p> <p>Q: Could leaders consider reviewing the time that worship takes place so that it develops into the heartbeat of the life of the school? A: Teachers are reviewing time of day for collective worship to ensure it has the status it requires in a Church School. Collective Worship is, however, valued by pupils. See Collective Worship Pupil Voice Questions 2, 3 and 10.</p> <p>Q: Are school leaders truly driven by the desire to create a highly effective and distinctive church school or are they being driven by the requirements of the Section 48 SIAMS schedule? Or ...is sufficient time being given to developing a sustainable church school ethos or are quick wins being sought to placate inspectors? A: SIAMS framework is a structure provided to staff to ensure that we are meeting the standards of a Church school. All staff and leaders are driving for excellence not due to SIAMS inspection but to ensure that all pupils flourish and the children leave school as well-rounded individuals holding the vision and values of our school deep in their</p>	

	<p>hearts. This is shown is the additional extras that we do (not detailed in the SIAMS framework). These extras are as follows: Regular church visits Class 3 reading stories and prayers within communion services Rev Paul into school to deliver Collective Worship Pensioners lunch at the church Regular fundraising for the church as well as global events Making Christingles at the church Discussion of the local church pensioners supporting collective worship committee with reflection areas as well as leading small nurture style groups Leading remembrance services with local community Easter celebrations linked with FORS as well as church Biblical underpinnings/texts used within other events (such as egg hunts) Pupil/Committee leadership groups This is a small number of things that we do to ensure all children flourish.</p> <p>Governors agreed that SIAMS was a key priority and that to establish a baseline was required as a starting point.</p> <p>AV had undertaken a safeguarding monitoring visit at Kettlesing and shared her report with governors in advance of the meeting.</p> <p>Action: Governors to ensure all training certificates were sent to the Federation Admin. (Clerk to liaise with the Federation to identify gaps).</p>	
<p>10</p>	<p>Policies VK confirmed that the policy schedule was in place and being applied. All policies would be reviewed in the first year to ensure that none had been missed and a baseline for reviews dates established. This would mean more policies for IEB consideration in the first year as a result.</p> <p>Governors approved the following policies: Anti Bullying Children with Health Needs Attendance Staff Well-being First Aid School Exclusion Snow and Ice Clearing (clarify who the responsible person was) Statement of Behaviour Principles (subject to checking the vision statement) Marking and Feedback SEND Information Report</p> <p>VK confirmed that all policies on the schedule required IEB approval.</p> <p>Action: Subject lead presentations to be deferred to a future meeting.</p>	
<p>11</p>	<p>Health and Safety/ Safeguarding VK informed governors that the Fire Inspection had been undertaken at all three schools. The report had identified a number of concerns at Kettlesing including mould, all of which would present a cost to rectify. Smaller actions had already been addressed and advice sought from the LA.</p>	

	Governors agreed that consideration might need to be given as to whether to use the additional £10k to support any of these actions.	
12	Correspondence None	
13	Any other urgent business None	
14	Future Leadership Arrangements/ Strategic Direction This was a confidential discussion and both VK and BF left the meeting at this point.	

The meeting closed at 6.45 pm

Signed: (Chair)

Date: